



## Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

### Section 101 - Human Resources

Human Resources - 101.00		
S.O.P. # 101.29	<b>Part Time Employee Policy</b>	PAGE: 1 OF 2
EFFECTIVE: 07/01/2001	Authorized: John Filer, Chief	
REVISED: 01/18/2018	Authorized: William Stephens, Director	

#### 101.29.01 Purpose

To inform personnel of the policies governing part-time employment with the Charles County Department of Emergency Services, EMS and Hazmat Divisions.

#### 101.29.02 General

Part-time employment classifications are governed by the *Charles County Government Personnel Policy and Procedures Manual, Chapter 1*. This SOP is a departmental adjunct to Chapter 1. Part-time employees are considered at-will employees and serve at the pleasure of the Department. Availability of positions and work hours are dictated by the need and available budget of the Department.

#### 101.29.03 Policy

1. Part-time employees with the Charles County Department of Emergency Services, EMS and Hazmat Divisions are classified as Part-Time I Positions within Charles County Government.
2. EMS Division part-time employees are required to work a minimum of twenty-four (24) hours per month to remain in good standing with the EMS Operational Program.
3. Part-time employees may not work more than one thousand two hundred and fifty (1,250) hours per calendar year.
4. Part-time employees will utilize the Snap Schedule 365 application to sign up for vacant shifts.
5. Vacant shifts posted in Snap Schedule 365 will be awarded to part-time personnel first. Shifts requiring immediate coverage will be sent out via the County's mass notification messaging system.
6. Once an employee agrees to work a particular shift they become directly responsible for that shift's coverage if they are no longer able to fulfill their obligation.
7. If an employee works beyond forty (40) hours in a week, they must complete a *Charles County Department of Emergency Services Overtime Authorization Form* and submit it with their timesheet. This includes time worked for EMS as well as collateral duty assignments (TEMS, Hazmat, special events, etc).
8. Part-time employees may not work greater than forty (40) hours consecutive hours, inclusive of hours worked for EMS and collateral duty assignments previously referenced.
9. Part-time employees will be issued the same uniforms and PPE as full-time personnel.



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10. Part-time employees of the EMS Division are not eligible for training compensation unless the training has been deemed mandatory by the Department.
11. The Operations Captain reserves the right to adjust and manage the posting and equitable distribution of overtime shifts.

### **101.29.04      Transition from Full-time to Part-time Employment**

An employee may opt to transition from full-time to part-time employment for a number of reasons. This transition however may not always be automatic and predicated by a myriad of factors. These factors include but may not be limited to the need of the Department, adequate budget funding and the employee's past performance as a full-time contributor to the team. The process of transitioning from a full-time to part-time employee will track the following steps:

1. The employee will submit a letter of resignation as outlined in the County's Policies and Procedures Manual. If it is the intention of the employee to transition to part-time status, the employee should request to remain on as a part-time employee in their letter.
2. The employee's most recent supervisor will review the employee's performance history and make recommendation to Operations whether or not the employee's past performance history was satisfactory or not. Employees with an unsatisfactory employment history will not be eligible for part-time status.
3. Once written recommendation is received from the employee's previous supervisor, Operations will conduct a needs and budget assessment to determine if keeping the employee on part-time status is beneficial to the mission of the Department.
4. If the employee is eligible for part-time status and the Department has both need and the means, the employee's part-time request will be forwarded through the chain of command to the Director with the recommendation to accept the employee's request to transition to part-time status.
5. The Director reserves the final right to accept or deny the recommendation of staff.
6. The employee will be notified in writing from Operations as to their status once determined by the Director.